

Approved For Release 2003/04/17 : CIA-RDP81-00142R000300050005-2

Directorate of Administration

Organization & Functions

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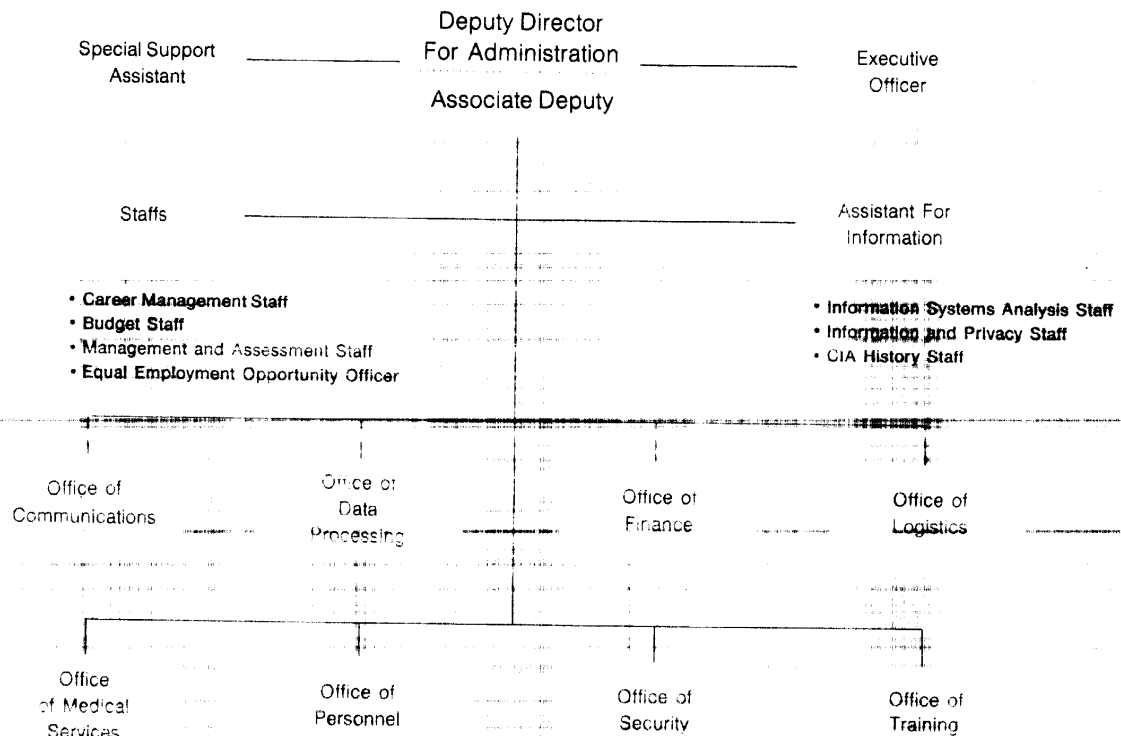
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CONTENTS

	<i>Page</i>
Directorate of Administration	Overleaf
Office of the Deputy Director for Administration (O/DDA)	1
Office of Communications (OC)	5
Office of Data Processing (ODP)	9
Office of Finance (OF)	13
Office of Logistics (OL)	17
Office of Medical Services (OMS)	19
Office of Personnel (OP)	23
Office of Security (OS)	27
Office of Training (OTR)	31

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DIRECTORATE OF ADMINISTRATION



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Office of the Deputy Director for Administration

Overall Functions

The Directorate is responsible for providing support to all Agency intelligence, operational, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Advisory Group, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.

Executive Officer

Performs the vital function of managing the flow of paper that concerns the Office of the DDA, assigning action requirements to staff elements or the offices of the Directorate, establishing suspense dates and monitoring those dates. Acts in the capacity of Executive Officer for the Office of the DDA and the Directorate and as Executive Assistant to the DDA and ADDA.

Special Support Assistant

Ensures adequate, proper, and timely support to the Operations Directorate. Serves as the focal point for the Deputy Director for Administration and the Deputy Director for Operations for the resolution and coordination of support problems of mutual concern.

Assistant for Information

Has general oversight responsibility for all of the information elements of the DDA staff: the Information Systems Analysis Staff, Information and Privacy Staff, and the History Staff. Serves as the overall Agency focal point officer for matters affecting the Agency under the amended Freedom of Information Act of 1974 and the Privacy Act of 1974. As such, participates in the development of Agency policy with regard to public release of Agency information.

Information Systems Analysis Staff

Responsible for the Agency-wide records management program that covers records administration; micrographics and word processing activities; classification and systematic review for declassification of Agency records; editing, coordinating, and publishing of Agency regulatory materials; and management of the Agency Archives and Records Center.

Information and Privacy Staff

Serves as the focal point within the Agency for receiving Freedom of Information, Privacy, and E.O. 11652 declassification requests; tasks action components; arranges for necessary intra- and inter-agency coordination; prepares responses;

and maintains appropriate records of each transaction.

CIA History Staff

Maintains the Historical Documents Index concerning the Agency's institutional growth; maintains the collection of published Agency histories; provides support of an historical nature to internal requesters; and provides ongoing support to historical offices of other government agencies. ~~To the extent possible, conducts research and writes history of various major Agency activities.~~

Career Management Staff

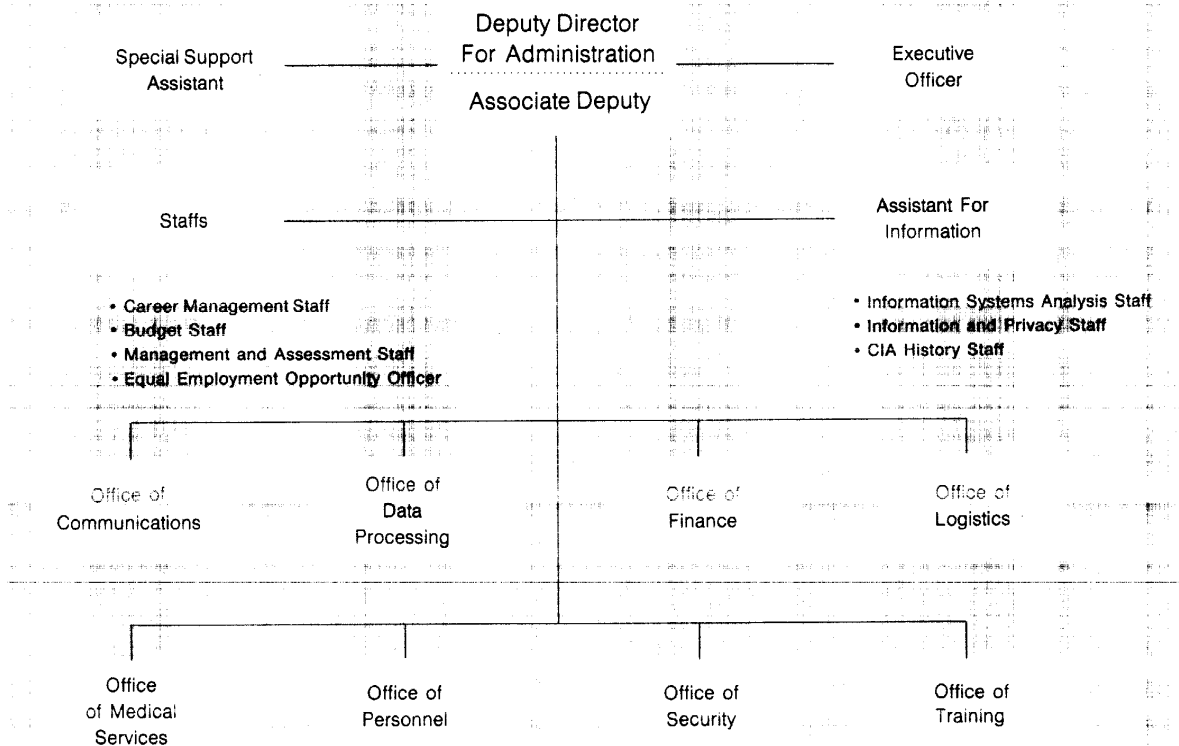
Prepares policy and makes recommendations concerning the training, assignment, rotation, and promotion of DDA careerists. Acts as the focal point for a variety of personnel matters affecting the Directorate and coordinates Directorate clerical functions.

Budget Staff

Provides staff guidance on the preparation of Directorate Programs and Budgets and conducts budgetary liaison with the Office of the Comptroller and the budget and program staffs of the Directorate Offices. Recommends allocation and reallocation of resources within the Directorate.

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DIRECTORATE OF ADMINISTRATION



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**Office of the Deputy Director for
Administration (Continued)**

Management and Assessment Staff

Provides staff guidance to the DDA in managing the activities of the Directorate; assists in developing objectives, monitoring progress and assessing performance of the Directorate Management by Objectives program; and edits the DDA Exchange quarterly magazine.

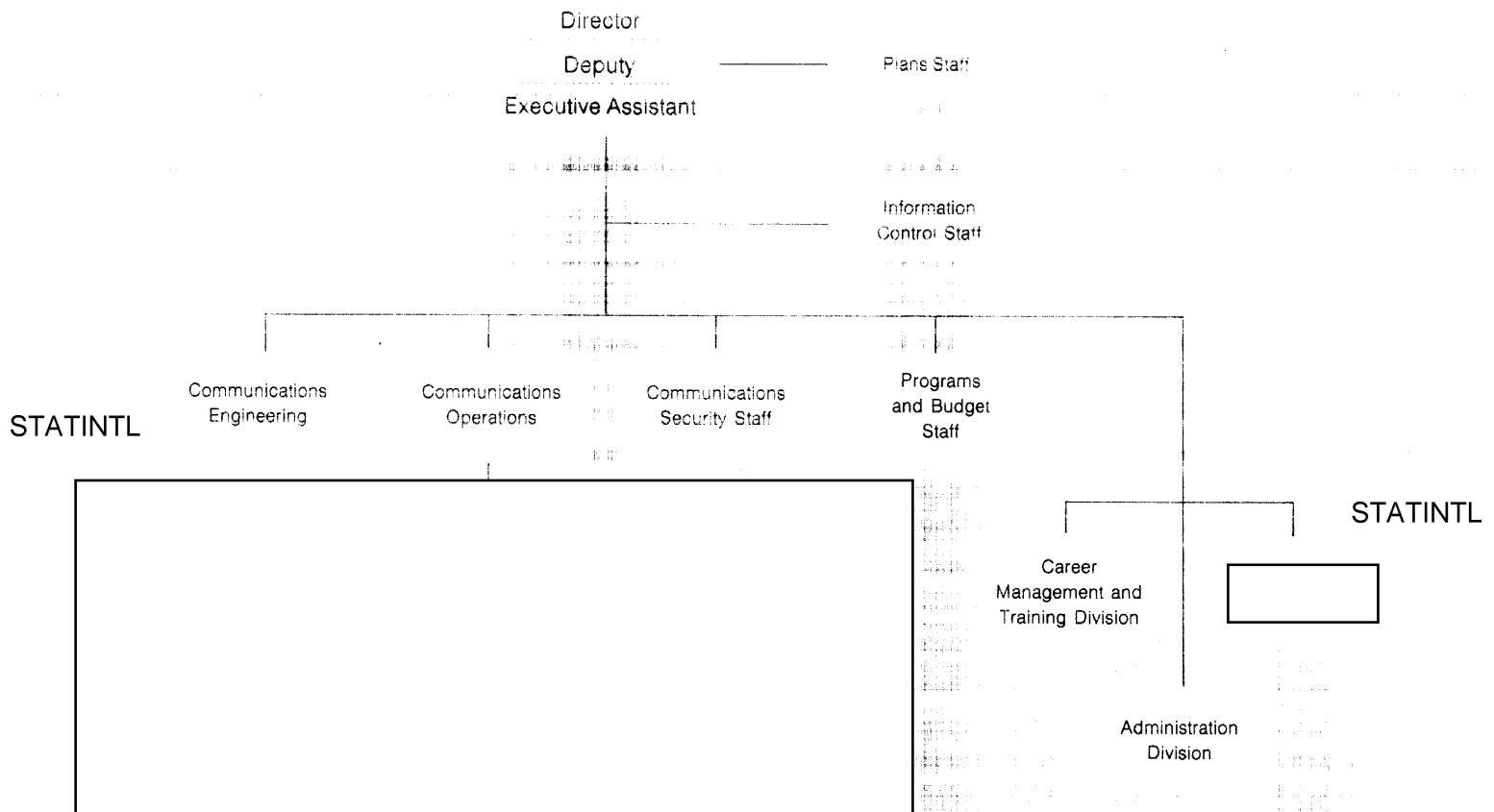
Equal Employment Opportunity Officer

Develops and initiates programs and efforts that are designed to aid the career development of DDA employees, especially those who are in unfair or disadvantageous employment positions because of their race, sex, religion, national origin, language or physical handicap.

3

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OFFICE OF COMMUNICATIONS



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Office of Communications (OC)

Overall Functions

Plans, manages and operates a worldwide narrative message communications network to serve Agency Headquarters and field installations. As a member of the National Communications System (NCS), the Agency network provides message service to other members of the U.S. foreign establishment.

Coordinates Agency communications security requirements, conducts liaison with the National Security Agency on specialized COMSEC requirements, issues and controls cryptographic material, implements the Agency's emanations security program for all electronic and electro-mechanical equipment used to process classified information.

Provides personnel to assist in the provision and maintenance of equipment and facilities essential to the Agency's foreign electronic communications intercept program.

Operates and maintains certain facilities and provides communications security support to clandestine communications operations.

Provides and operates unprotected and secure telephone facilities in the Headquarters area and provides secure telephone service to a limited

Communications Operations

Plans and implements programs and activities as required to establish, manage and regulate networks for command, record, secure voice, data and facsimile communications. Conducts customer liaison and provides covert base station support for OTS. Prepares and disseminates communications procedures and instructions.

Communications Areas

Communications Area Headquarters have the same missions and roles and perform the same functions as detailed above for the Headquarters organizational components but on a reduced scale. A Communications Area consists of the area staff, base radio and relay stations and communications officers providing service directly to stations and bases within the geographical area.

Communications Engineering

Plans, designs, programs, budgets, procures and implements all communications systems and equipment required to provide a reliable and secure Agency communications network.

Provides technical guidance, support, liaison and coordination for the engineering of all domestic and overseas staff communications activity.

Provides technical and logistical support for the staff communications network.

Career Management & Training Division

Formulates OC personnel management policy and evaluates the effectiveness of those policies.

Manages the majority of career actions for Office of Communications personnel. 25X1A

Manages and operates [redacted] and manages Office-wide personnel programs such as external training, EEO, upward mobility, FUST and Honor and Merit Awards. 25X1A

Administrative Division

Plans, develops, coordinates and administers support programs and services for OC components at Headquarters, [redacted] and overseas. These support programs and services include finance, personnel, logistics (non-technical), cover and security (non-crypto). 25X1A

Communications Security Staff

Provides COMSEC material and techniques required for secure communications. Serves as the Agency COMSEC advisor and contributes to formulation of national COMSEC policy.

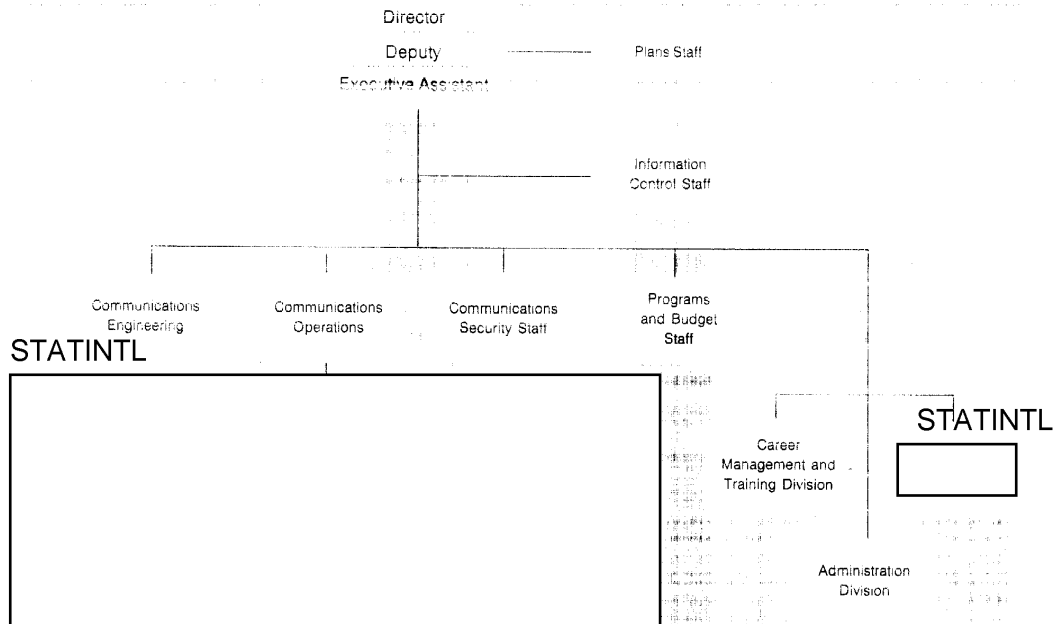
Performs TEMPEST/EMSEC testing and COMSEC evaluation of all electronic and electro-mechanical equipment used for processing classified information. Manages the OC safety and health program.

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OFFICE OF COMMUNICATIONS



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Office of Communications (OC)

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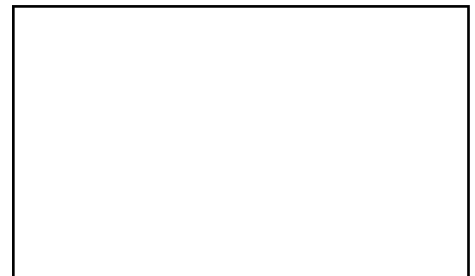
Plans Staff

Responsible for developing long-range plans for the Office of Communications which will achieve the goals identified by the Director of Communications.

 pouch channel, preparation of OC regulatory issuances, disseminates and controls all correspondence including OC and Agency regulatory issuances and other government publications.

Programs & Budget Staff

Develops a unified Office program, reviews established programs, analyzes program changes and new program requirements and recommends adjustment to ensure meeting priority needs. Responsible for MBO program, annual budget and performance evaluation efforts.



7

Information Control Staff

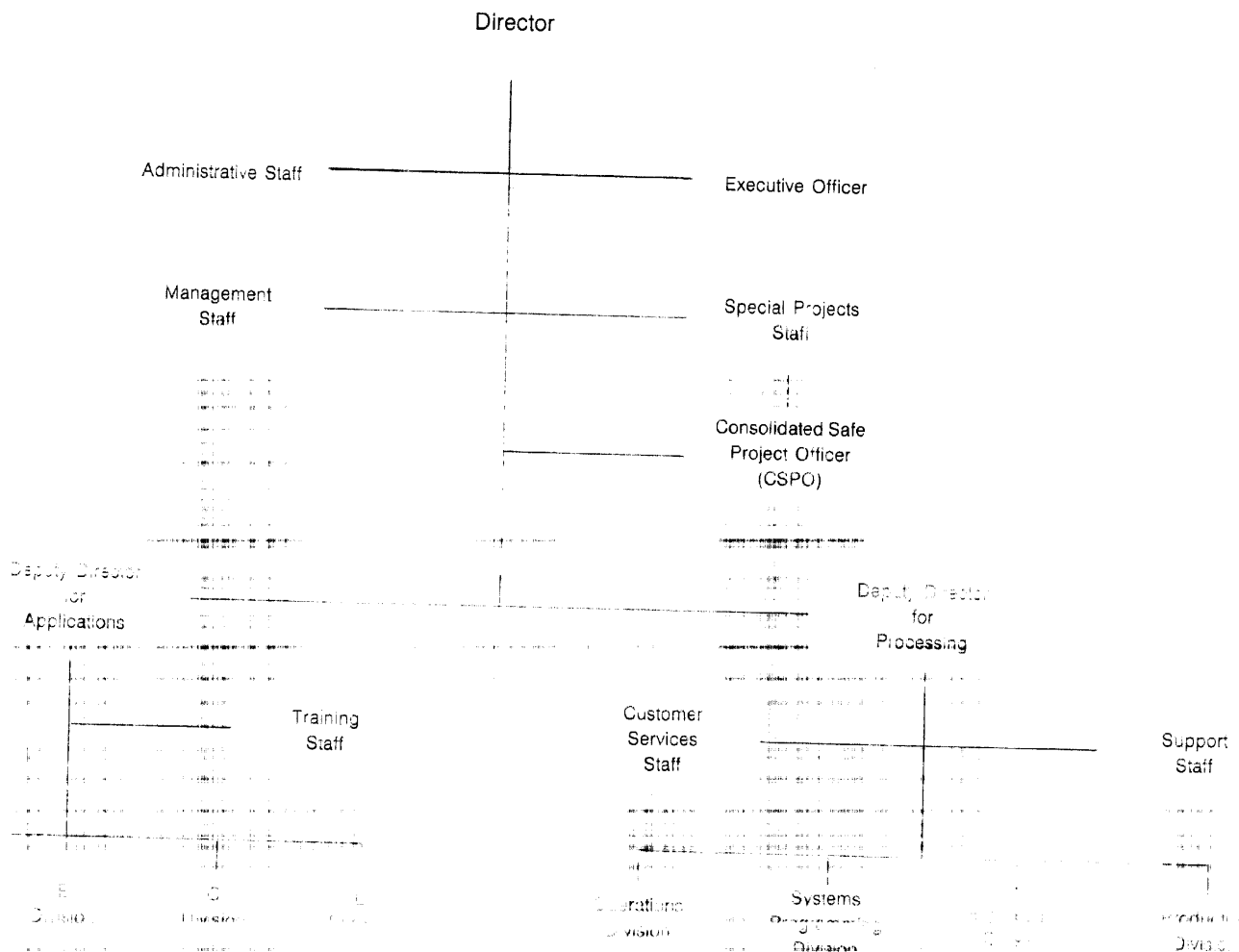
Plans, coordinates, administers and develops the OC Records Management program, the

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OFFICE OF DATA PROCESSING



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Office of Data Processing (ODP)

Overall Functions

Provides centralized computer services to all components of the Agency.

Advises the Director and staff on matters pertaining to Automatic Data Processing.

Reviews and approves Agency proposals for acquisition of computer equipment, software, and

Executive Officer

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP. Serves as ODP Equal Employment Opportunity Officer and Career Development Officer.

Administrative Staff

Provides support for personnel, logistics, training, document control, travel, records management, and other ad hoc administrative functions.

Management Staff

Provides short- and long-range planning, budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Acts as ODP comptroller and provides financial management and services. Exercises staff supervision over ODP activities. Reviews Agency proposals for acquisition of computer equipment, software and services.

Special Projects Staff

Responsible for the analysis of requirements for the development of unique or dedicated computer processing systems, including management and technical support required for implementation. Provides CIA staffing for the joint CIA/DIA Consolidated SAFE Project Office (CSPO).

Consolidated SAFE Project Office

system to support improvement in the timeliness, quality, and effectiveness of intelligence data. The Project Office is physically located in CIA under the administrative control of the Director of Data Processing.

Deputy Director for Processing

Ensures the availability, reliability, and stability of ODP computer and terminal hardware. Operates the Ruffing Computer Center, the Special Computer Center and remote Data Access Centers (DAC's). Manages the acquisition, configuration, and maintenance of ODP computer systems and related communications terminal equipment. Provides consultation and assistance to users of ODP computer systems.

Provides data conversion, production control, and reports distribution services.

Support Staff

Provides administrative and planning support to DD/P/ODP.

Customer Services Staff

Provides users with a central point within Processing for information, problem resolution, and consulting. Services include problem determination, language assistance, performance improvement, conversion aids, advice on available facilities and techniques, and assistance in obtaining other ODP services.

Production Division

Ensures that production applications are processed accurately and on schedule. Provides data conversion services.

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Office of Data Processing (ODP)

(Continued)

Systems Programming Division

Ensures stability and reliability of ODP operating systems and other systems related software.

Operations Division

Responsible for operation of the Ruffing Computer Center, the Special Computer Center and remote job-entry centers.

Engineering Division

Ensures the reliability and stability of ODP computer and terminal hardware. Responsible for acquisition, configuration, and maintenance of computer systems.

Deputy Director for Applications

Responsible for the development, implementation and maintenance of applications software on ODP central computers and stand alone minicomputers to support missions of Agency components.

Areas of expertise cover a wide variety of intelligence collection, intelligence analysis and production and administrative management applications, including analytical models, signal analysis, medical technology, and integrated data base management.

Develops, coordinates and conducts ADP training programs to meet Agency-wide requirements.

Training Staff

Presents ADP courses to introduce Agency users to ODP computer facilities and to enable users to work with these facilities. Designs and presents courses to maintain the proficiency and knowledge of computer professionals.

A, B, C, and D Divisions

Develop, implement, and maintain applications software to support missions of Agency components.

11

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OFFICE OF FINANCE

Assistant Director
for Liaison

Director
Deputy

Executive Officer

Support Staff

Plans &
Systems
Staff

Deputy Director
for
Financial Operations

Deputy Director
for
Audit and Surveys

Monetary
Division

Compensation
Division

Accounts
Division

Audit and
Certification
Division

Commercial
Systems and
Audit Division

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Office of Finance (OF)

Overall Functions

Satisfies the statutory responsibilities of the DCI for Agency financial activities other than for budgetary responsibilities of the Comptroller.

Recommends fiscal policies and establishes procedures for their implementation.

Furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy.

Provides professional finance personnel for Agency components.

Assistant Director for Liaison

Establishes and maintains liaison with other Federal agencies to facilitate interagency financial negotiations; exercises control over transfers of funds to and from other agencies; and issues allotments for use of such funds.

Executive Officer Support Staff

Plans and implements rotational assignments; counsels employees on career planning, performs personnel, security, logistics, training, budget and other administrative functions for OF.

Deputy Director for Financial Operations

Coordinates plans, policies and procedures for management of financial and material resources; supervises operations of PSS, MD, CD and AD.

Plans and Systems Staff

Develops accounting and reporting systems and procedures for field stations and Headquarters; develops regulatory issuances and internal directives pertaining to functions of OF; participates in development of programs and facilities for training Agency personnel in information science techniques for financial management.

Monetary Division

operates U.S. Treasury Branch for payment of overt Agency obligations.

Compensation Division

tains individual retirement records and accounting controls over disposition of retirement funds (CSC and CIARDS); and computes and pays CIARDS annuities.

Accounts Division

Operates the central accounting system; monitors accounting operations of field installations; analyzes and evaluates financial data; issues financial management reports; operates Agency's financial registry.

Deputy Director for Audit and Surveys

Serves as Chairman, Travel Policy Committee, Overpayment Review Committee and Board of Review for Shortages and Losses; supervises operations of A&CD and CSAD.

Audit and Certification Division

Audits and certifies claims, accountings and requests for advances; provides technical guidance for decentralized certifying officers; reviews and approves administrative plans or fiscal annexes for subsidy projects; serves as central clearance point for separating personnel.

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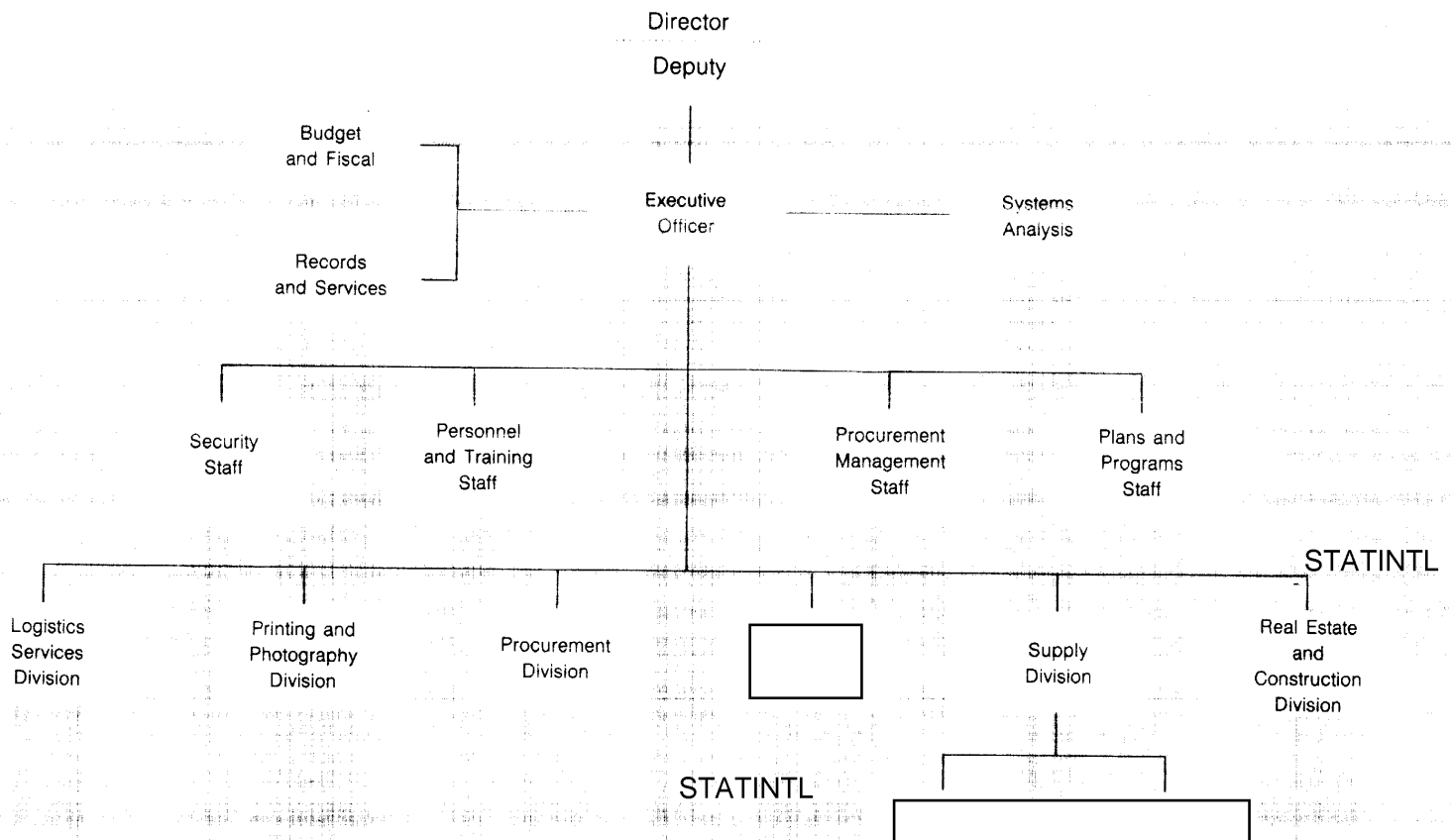
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OFFICE OF LOGISTICS



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Office of Logistics (OL)

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities; establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; printing, photography, mail, courier, transportation, and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics assistance wherever and whenever required.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA) which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

Logistics Management

Directs and supports the personnel assigned to the Logistics career service and the five operating divisions of the Office of Logistics (OL). Four staffs and the executive office: provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, and ADP applications; and operate a contract information system, perform security inspections of contractor facilities, distribute all correspondence within OL, monitor and control the OL budget and procurement allotments, handle all claims by Agency employees, and monitor equal employee opportunity within OL.

Logistics Services Division

Provides administrative support to Agency facilities in the Headquarters area. Functions include courier and mail services; motor pool operation; classified waste disposal; distribution of supplies; management of building space allocations, renovations and relocations; moving services; and furniture maintenance.

Printing & Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative publications are met through the operation of a central printing and photographic plant that ensures high quality, rapid delivery, and rigid security control.

Procurement Division

Effects the acquisition of all open market purchases of general supplies and services, major

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Its two engineering branches provide technical consultation, project management, utilities planning, and contract administration to support the Headquarters complex and field installations.

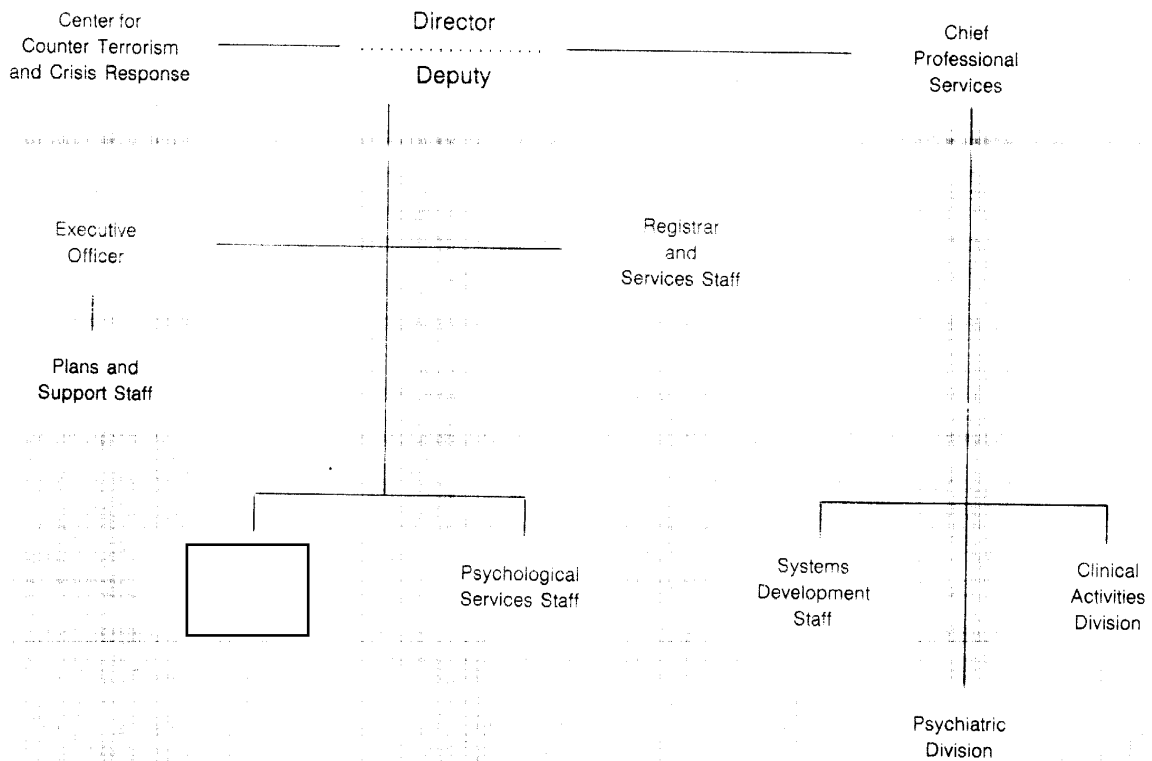
Supply Division

Determines the appropriate source for all Agency requirements for supplies and equipment. It administers the Agency supply system, manages all stock inventories, including contingency re-

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OFFICE OF MEDICAL SERVICES



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Office of Medical Services (OMS)

Overall Functions

Plans, develops, implements and directs the Agency medical support program.

Office of the Director

Provides direction and control of Agency medical programs.

Develops and implements new medical programs and policies in support of Agency activities.

Exercises policy control over medical support programs and personnel for the Agency.

Provides an organizational, technical and physical environment in which a high quality of comprehensive Health Services Programs can occur in a responsible dignified and efficient manner.

Executive Officer

Provides executive management, direction and coordination for OMS.

Assists D/MS in implementing administrative policies and procedures.

Directs the activities of the Plans and Support Staff.

Plans and Support Staff

Provides administrative, financial, personnel, logistics, registry and records management services support to OMS.

Coordinates OMS planning and management programs according to overall Agency needs.

Serves as focal point for all Agency medical supply matters.

Insures that fair employment practices are adopted and maintained. 25X1

Registrar and Services Staff

Provides medical administrative services for the Office of Medical Services.

Insures that medical records remain confidential, current and accurate.

Advises, administers and supervises work involved in the development, analysis, maintenance and use of medical records and reports.

Serves as the focal point for request for medical information under the FOIA.

Chief Professional Services

Provides integration, coordination and supervision of OMS professional elements.

Directs day-to-day operation of OMS professional activities.

Establishes and supervises continuing medical education for professional medical personnel.

Recommends to D/MS professional policies and procedures.

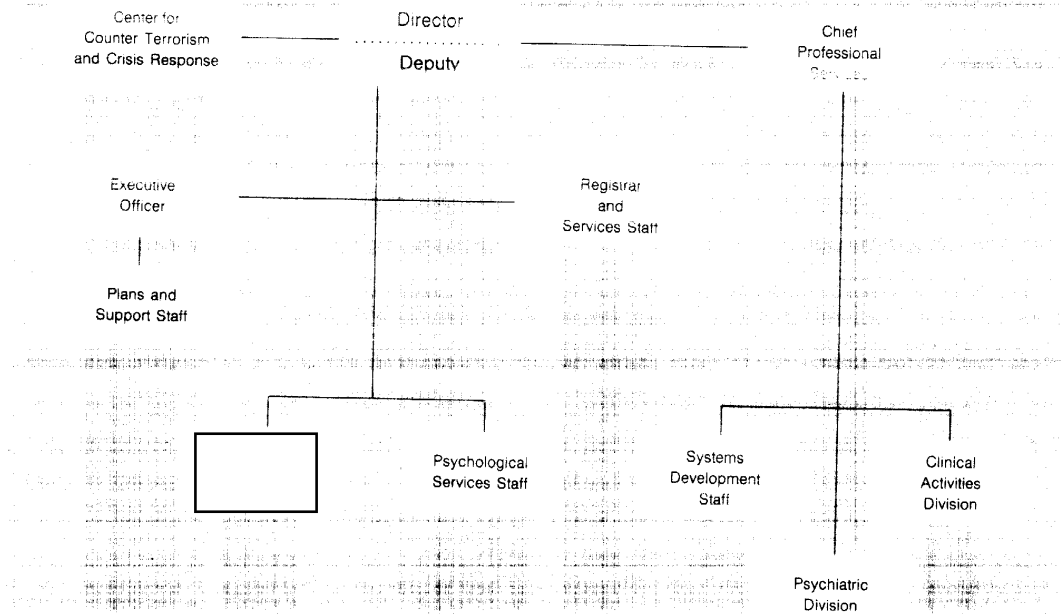
Maintains professional liaison with other Federal Government medical offices and certain medical organizations in the private sector.

Systems Development Staff

Plans, develops and implements computer assisted medical processing systems to assist medical case processing.

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OFFICE OF MEDICAL SERVICES



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Office of Medical Services (OMS)

(Continued)

Provides technical assistance to production aspects of clinical and administrative computer programs.

Prepares and trains OMS personnel to assume production responsibility for newly completed medical computer programs.

Psychiatric Division

Conducts psychiatric activities for the Agency through clinical diagnostic and preventive psychiatric programs.

Evaluates personnel for employment and overseas assignment.

Clinical Activities Division

Conducts comprehensive programs in clinical medicine, health education and emergency health care.

Provides emergency medical care for on-the-job injuries and illness including diagnostic and treatment procedures when appropriate.

Administers preventive and occupational health support to the Agency's safety program.

Conducts pre-employment, overseas, TDY, disability retirement, fitness-for-duty examinations on employees and certain dependents.

Provides immunization services including allergy desensitization injections to employees and certain dependents.

Supervises the medical and administrative functions of all dispensaries/health units in Headquarters and other selected Agency buildings.

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Coordinates and manages all medical evacuations to CONUS.

Maintains files with data on overseas medical facilities and appropriate foreign physicians.

Acts as the cable secretariat for OMS.

Coordinates and arranges training for OMS personnel.

Trains Agency personnel in first aid including CPR.

Psychological Services Staff

Conducts a program of psychological services and research to support and enhance the Agency's utilization of its human resources.

Provides a full range of psychological support through assessment and testing, counseling, organizational consulting services, job performance research and human factors support to code-word projects.

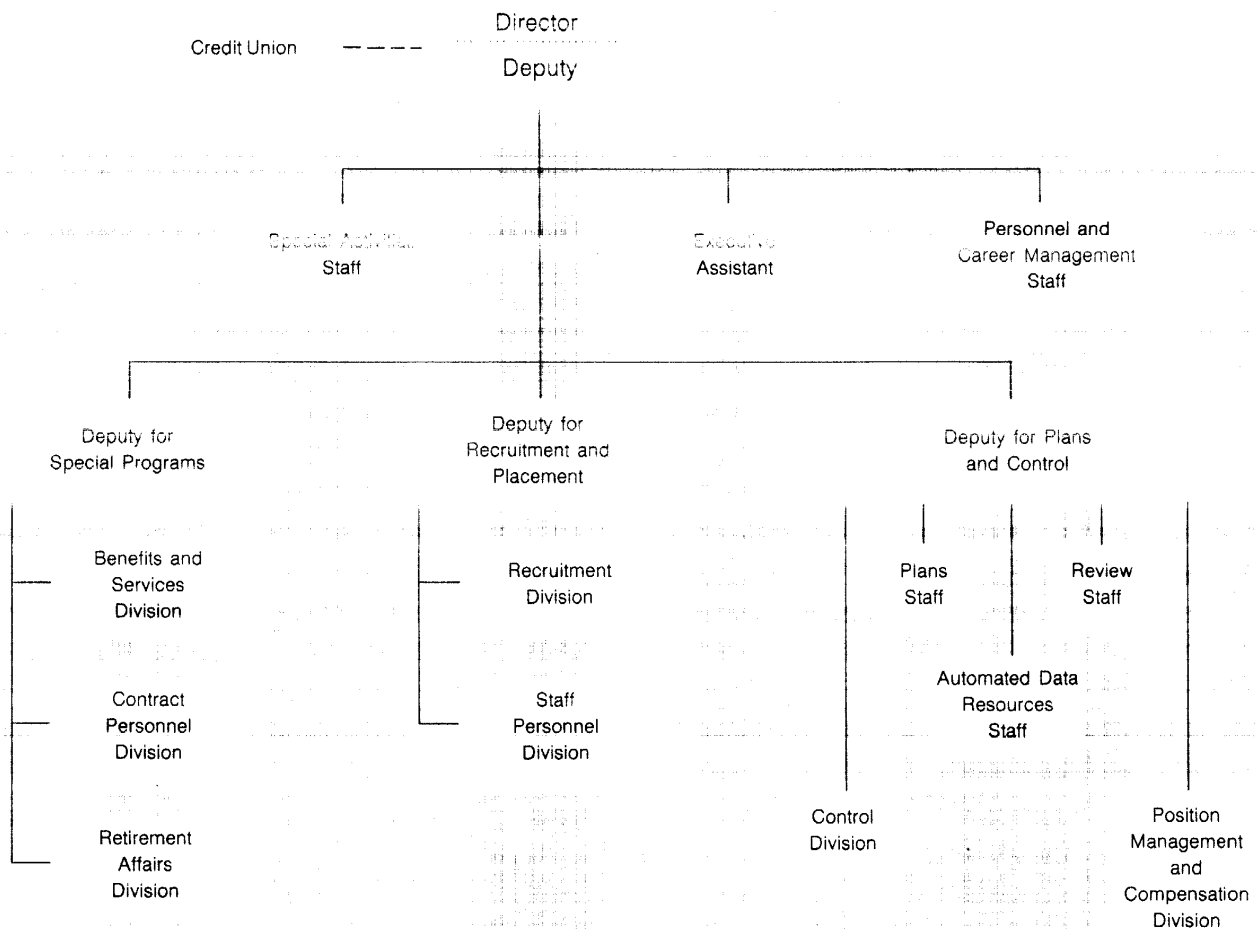
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OFFICE OF PERSONNEL



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Special Activities Staff

Provides advice and guidance for handling problem performance and disciplinary cases. Represents the Director of Personnel on the Overseas Candidate Review and Applicant Review Panels. Maintains confidential files on sensitive personnel information.

Executive Assistant

Performs a variety of managerial, administrative, representational, and special project tasks for the Director and Deputy Director of Personnel. Advises and counsels senior Personnel Officers. Supervises administrative functions and office of the Director of Personnel.

Personnel and Career Management Staff

Provides the OP Career Management Board and Panels with information on staffing requirements, promotions, training, and related personnel items. Provides career counseling to members of the Career Sub-Group. Reviews training requirements and assists supervisors in the selection of courses. Develops plans for the assignment of MP careerists.

Deputy Director for Special Programs Benefits and Services Division

Provides complete employee benefit program including insurance, incentive and honor awards, travel processing, employee assistance and counseling, and recreational and club activities. Administers the Agency's responsibility inherent in the statutory programs of group life and health insurance, workers' compensation, also responsible for the Overseas Medical Program.

Contract Personnel Division

Prepares and executes Headquarters personal services contracts. Reviews all field-prepared personal services contracts. Processes consultants and

Retirement Affairs Division

Provides employees with a review of retirement benefits, options, entitlements, verification of creditable service and annuity computations. Provides pre-retirement counseling and external employment assistance. Administers the CIA Retirement and Disability System.

Deputy Director for Recruitment and Placement

Recruitment Division

Provides a constant flow of qualified applicants to meet specific Agency requirements through a network of domestic field offices, Washington-based regional recruiters, and the Washington Area Recruitment Office.

Staff Personnel Division

Identifies civilian and military staffing requirements, selects clerical personnel, monitors the selection of professional and technical personnel, processes clearances, corresponds with applicants, arranges military details and enters on duty all civilian personnel and military detailees. Provides staff support to the Director of Personnel on in-service personnel actions, and coordinates the Agency's Handicapped and Disabled Veterans program.

Office of Personnel (OP)

Overall Functions

Develops and recommends Agency policies, standards, and procedures for personnel and position management.

Guides and evaluates personnel management action by the Career Services and operating components.

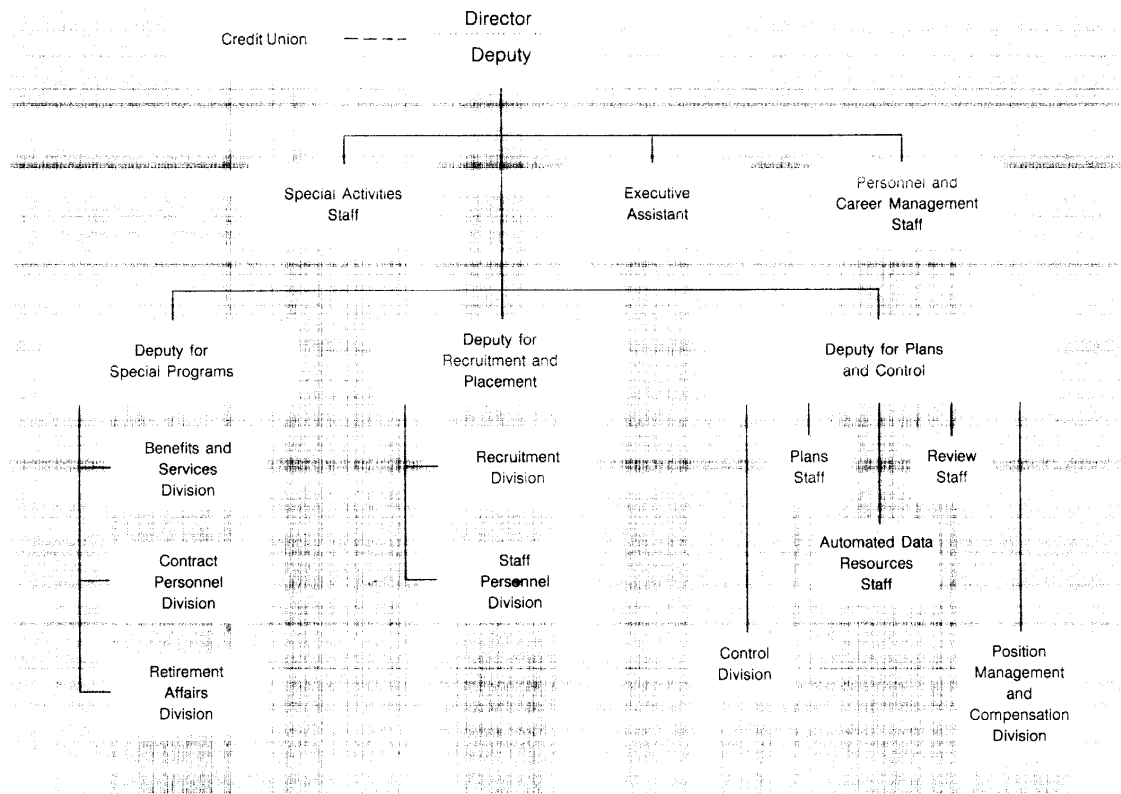
Authenticates, records, and reports Agency position requirements and personnel transactions.

Operates an Agency recruitment program nationwide.

Operates central benefits and services programs of common concern.

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OFFICE OF PERSONNEL



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Office of Personnel (OP) (Continued)

Minority Employment Coordinator

Reviews minority applicant files and recommends them to Directorate Minority Employment Coordinators. Monitors progress of minority applicants through review and clearance phase to entrance on duty.

Deputy Director for Plans and Control Plans Staff

Analyzes personnel flows and occupational structures for planning purposes. Conducts studies for the DCI, DDCI, and EAG pertinent to Agency personnel management.

Review Staff

Interprets public law, Executive Orders, and OMB and CSC directives and monitors proposed legislation as pertinent to Agency personnel management. Develops systems for implementation of personnel policy objectives.

Automated Data Resources Staff

Researches, develops, and assesses OP's ADP requirements. Serves as liaison between OP ADP

projects by evaluating feasibility studies; coordinating, assessing, and testing projects in development; and overseeing maintenance when project is completed.

Control Division

Manages, maintains, and administers the official personnel records system of the Agency. Monitors the release and verification of personnel information. Prepares and distributes personnel statistical reports for the Agency. Services FOIA and Privacy requests for personnel information.

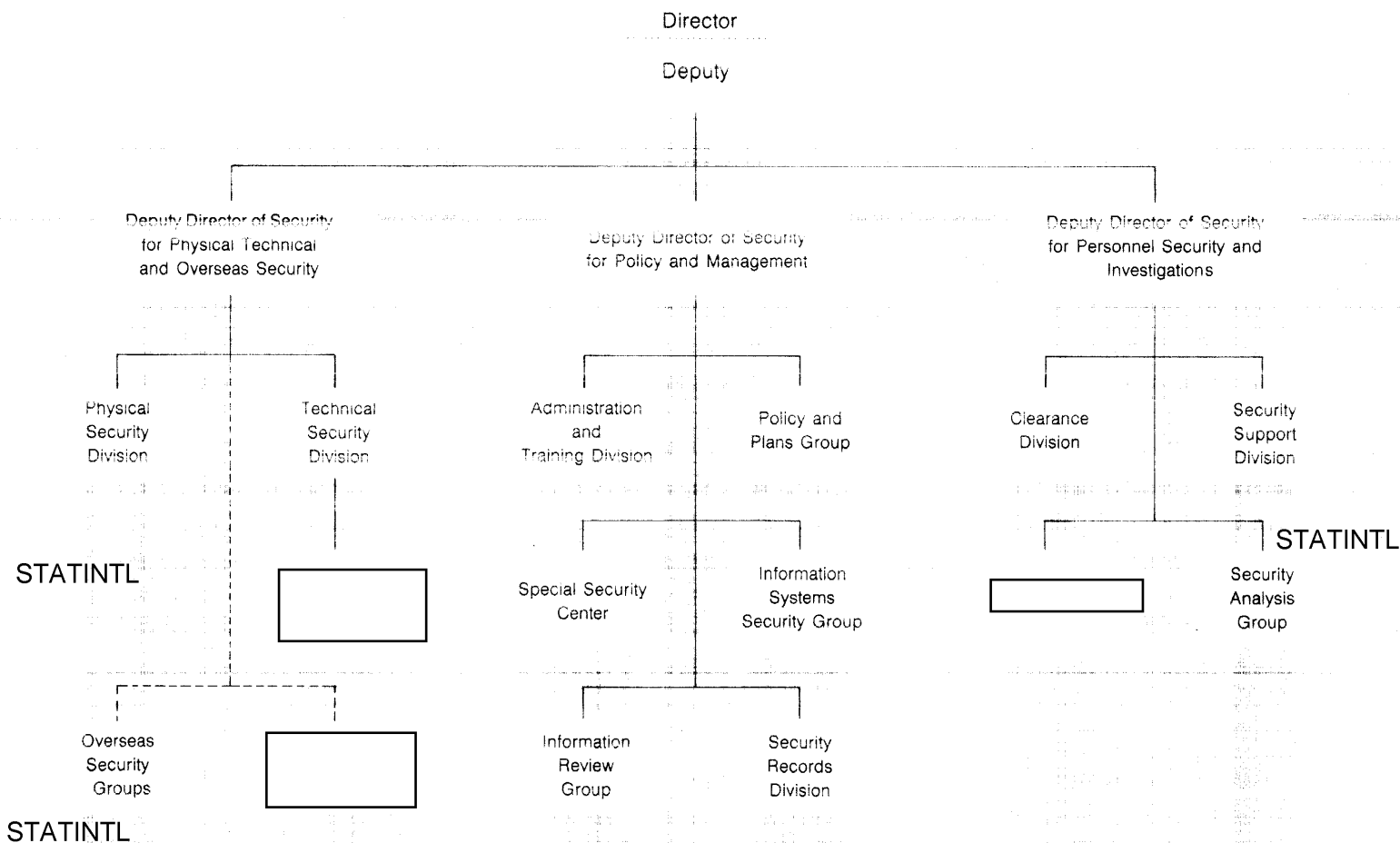
Position Management and Compensation Division

Conducts a continuing program of position management review to advise and assist managers in the design of organizational structures for efficient operations and optimum utilization of personnel resources. Conducts an Agency-wide position classification program. Provides advice to managers on the application of Agency and Civil Service Commission regulatory issuances affecting compensation and related matters.

25

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OFFICE OF SECURITY



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Office of Security (OS)

Overall Functions

Prepares and executes a comprehensive security program, including personnel, physical and technical security activities.

Conducts liaison with other government agencies on matters of mutual security concern.

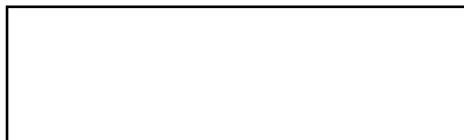
Physical, Technical and Overseas Security

Physical Security Division

Conducts a comprehensive protection and safety program for Agency personnel and facilities. Maintains the 24-hour, 7-day-a-week Security Duty Office. Conducts appropriate security inspections, surveys and/or audits of Agency facilities and of major Agency industrial contractors' facilities.

Technical Security Division

Designs, tests, evaluates and installs systems for the safekeeping of official data and for entry control of sensitive areas. Conducts a worldwide technical surveillance countermeasures inspection, detection and prevention program.



Overseas Security Groups

Provides comprehensive security support to overseas Agency installations and personnel.



Policy and Management

Administration and Training Division

Provides general administrative and career management support to the Office of Security.

Policy and Plans Group

Provides staff support for the coordination and formulation of security policy and plans.

Special Security Center

Supports the Intelligence Community concerning compartmented information security matters and assures implementation of related policy standards.

Information Systems Security Group

Conducts the Agency's computer and micrographics security program.

Information Review Group

Responds to Freedom of Information Act and Privacy Act requests.

Security Records Division

Operates the central file facility for the creation, processing and maintenance of security records and for the controlled dissemination of information contained in them to Agency components and to other U.S. Government agencies.

27

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